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**STATUTORY POSITION**

**CHAIR OF REGIONAL GROUP AND BUREAU MEMBER**

**1. TERM**

The term will begin at the close of the General Assembly at which the Regional Group Chair (the "Chair") has been elected and remain in office for a period of four years, unless he/she resigns, are dismissed by the General Assembly or cease to act as Chair for any other reason.

**2. PRIMARY POLICY RESPONSIBILITY**

As Group Chair to lead by encouraging participation from all Member NFs and to develop close contact and opportunities with each NF, regardless of economic and sporting status or cultural and lingual differences.

As Bureau member to support and actively endorse policies which arise from the FEI Bureau (the "Bureau") and the FEI Executive Board decisions.

Regional Group Chairs report to the Bureau.

**3. KEY SUCCESS FACTORS**

The Applicant should be able to show:

- 3.1. Activeness within horse sport either as an FEI Official, Athlete, Owner, Trainer, etc;
- 3.2. Must be proficient in the English language;
- 3.3. Must have working knowledge of computer skills and be proficient in the use of: email, spread sheets, PowerPoint and Word;
- 3.4. Ability to work flexible hours;
- 3.5. Strong problem solving skill;
- 3.6. Self-starter with the ability to drive Regional Group (the "Group") assignments to completion using creativity/innovation;
- 3.7. Experience in budgeting;
- 3.8. Experience in management of people;
- 3.9. Long term vision for the sport.

**4. ADMINISTRATIVE DETAILS**

In order to support the Chair in the delivery of their duty, an annual travel and subsistence budget will be proposed by the Secretary General for approval by the Bureau.

In addition, administrative support will be given, on request and approval by the Secretary General, for Group matters.

**5. KEY RESPONSIBILITIES CONCERNING THE BUREAU**

- 5.1. To attend Bureau Meetings when required (in person and teleconferences);
- 5.2. To participate in the Bureau Meetings with impartial advice on all policy matters;
- 5.3. To develop policy plans, as tasked by the President, for inclusion in Bureau Meetings;
- 5.4. On instruction of the President and within the travel and subsistence budget, to represent the President at various competitions and meetings.

## **6. KEY RESPONSIBILITIES CONCERNING THE GROUP**

- 6.1. To be familiar with and comply with all relevant FEI Rules and Regulations related to his/her role;
- 6.2. To attend Bureau Meetings (in person and teleconferences), General Assemblies and all meetings related to their function;
- 6.3. To be aware of all FEI activities (FEI Solidarity, Sport, Legal, Veterinary, etc.) in order to help the National Federations in their Group to further develop;
- 6.4. To be familiar with and comply with all relevant FEI Rules and Regulations related to his/her role, particularly, but not only, with the Internal Regulations of the ACC.
- 6.5. To drive, promote, co-ordinate and report on FEI initiatives through the National Federations in their Group;
- 6.6. To communicate as necessary with National Federations, Headquarters and other Group Chairs and Technical Committee Chairs;
- 6.7. To advise and inform National Federations of their Group on all FEI matters, including after Bureau meetings and General Assemblies;
- 6.8. To promote the appointment and election process and encourage the National Federations of their Group to nominate candidates for eligibility to serve on a Standing Committees;
- 6.9. To know the needs of their Group;
- 6.10. To act as mediator in case of conflict within their Group;
- 6.11. To appoint coordinators within their Group, if necessary;
- 6.12. To support the design and operation of the FEI Solidarity Programme;
- 6.13. To cooperate with regional FEI Solidarity Officers appointed by the FEI, including but not limited to those for specific Disciplines;
- 6.14. To organise regular Group Meetings and to provide Headquarters with the agenda at least 2 weeks beforehand and the minutes of their meetings within 3 weeks thereof;
- 6.15. To organise, in close proximity prior to the General Assembly, a meeting with the National Federations in their Group and to inform the Bureau of any concerns and/or issues and present them to the Bureau for discussion where appropriate;
- 6.16. To attend and participate actively in workshops, and other such meetings in the context of the FEI General Assembly or other functions;
- 6.17. To facilitate the publication of a Group newsletter, Annual Report;
- 6.18. To nominate a Deputy Chair for election by the General Assembly, with whom they shall work closely and cooperate in furtherance of the tasks and responsibilities above. The Deputy Chair shall not be from the same National Federation as the Chair, and shall attend Bureau meetings with a vote solely in the event of unavoidable absence of the Group Chair.

## **7. KEY BUREAU RESPONSIBILITIES**

- 7.1. Define the general strategy, business and sport policy of the FEI;
- 7.2. Monitor the performance of Management of Headquarters;
- 7.3. Recommend the budget for approval by General Assembly;
- 7.4. Monitor the implementation of the Resolutions of the General Assembly;
- 7.5. Propose items for the agenda of General Assembly (as per Statutes Art. 13);
- 7.6. Propose amendments to the Statutes & General Regulations;
- 7.7. Approve Sport Rules that cannot wait General Assembly and are required by IOC and Sport Rules for Series;
- 7.8. Consider and when appropriate approve proposals of Standing Committees;
- 7.9. Appoint candidates as members of Technical Committees, further to the recommendation of the Nomination Committee, including Chairs not elected by General Assembly;
- 7.10. Remove members of Standing Committees further to Statutes Art. 31.12;
- 7.11. Remove members of the Bureau further to Article 24.12;
- 7.12. Approve appointment of Secretary General further to Statutes Art. 22.4;
- 7.13. To approve the remuneration of the President, if applicable;

- 7.14. Set deadlines for submission of candidacies to positions on the Bureau & Standing Committees;
- 7.15. To appoint and remove the members of the Equine Prohibited Substances List Group further to the recommendations of the Veterinary Committee.

## **8. KEY GROUP RESPONSIBILITIES**

- 8.1. To promote and coordinate the development and the activities of equestrian sport within the Group area;
- 8.2. To deal with matters of common interest of the National Federations in their Group and to bring them to the attention of the Executive Board, Bureau, General Assembly as well as Headquarters;
- 8.3. Through their National Federations, to present to the Nomination Committee with candidates for eligibility to serve on a Standing Committee.

## **9. POSITIONS CONSTRAINTS**

- 9.1. As an FEI elected official to undertake to respect all FEI Rules and Regulations, as well as the FEI Code of Ethics and Conflict of Interest Policy (see Appendix 3 – Internal Regulations of the FEI). Particularly to avoid any actual or perceived conflict of interest. To maintain a neutral, independent and fair position towards all FEI constituents. Financial and/or personal interests shall never influence officiating duties and shall spare no effort to avoid any such perception. In this sense to update the Conflict of Interest Statement annually or as necessary;
- 9.2. In the course of the duties or when representing the FEI to refrain from making any public statements, including to the media or in social media, that might cause harm to the FEI or to equestrian sport in general. This includes statements that might create a perception of bias;
- 9.3. As Group Chair to represent the Group and thereby the interests of the National Federations within their Groups;
- 9.4. As Bureau member to provide an unbiased opinion and not represent the interest of any specific stakeholder or third parties;
- 9.5. To acknowledge that the Curriculum Vitae (without contact details information) of appointed/elected bodies are published on Inside.fei.org and available to the public;
- 9.6. To acknowledge that the Bureau is to provide policy and Headquarters to provide the day to day management of FEI business;
- 9.7. May not officiate at World and Continental Championships, FEI World Cup™ Finals, FEI Nations Cup™ Finals, Olympic Games, Paralympics and Regional Games;
- 9.8. May not have a vote or a proxy on behalf of a National Federation;
- 9.9. A Bureau member, other than the President, may be removed from the Bureau in the event he or she is unavailable for 3 consecutive Bureau meetings (including in-person and teleconferences);
- 9.10. May not hold the simultaneous position of Technical Chair and Group Chair;
- 9.11. May not be a member of the Nominations Committee during their term as Chair;
- 9.12. May not serve more than 3 consecutive full terms in the same function without a break of at least 2 years;
- 9.13. This position is honorary and carries no remuneration. Reasonable expenses incurred while fulfilling the functions of a member of the Committee shall be met by the FEI;
- 9.14. To not exceed travel and subsistence budget, unless authorised by the Bureau.

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**10. ELECTION OF REGIONAL GROUP CHAIRS**

**10.1. Contested Elections**

In order to safeguard the autonomy of the Group, NFs will strive to nominate one candidate (with the mandatory 2/3rd majority) rather than present several candidates for election by the FEI General Assembly. Contested elections will therefore be organised via an electronic online voting system thereby providing more NFs within the concerned Group the opportunity to cast their vote(s). The exact voting procedures will be communicated separately.

**10.2. Non-Contested Elections**

If there is only one candidate within the Regional Group, NFs within his/her Group will be asked to provide the FEI with official letters clearly indicating their support for the candidate. This in order to be able to officially inform the FEI General Assembly that the sole candidate obtained the 2/3 majority support of the Regional Group. In such case, an electronic voting system is not mandatory.